



Web Enabled Safety System



WESS

Module 8







Common Questions about Safety Authorities and Permissions



What is a Safety Authority?

The Safety Authority (SA) is a WESS User (Account Holder) with the command-designated authority to Establish and Manage WESS Accounts for other Users within a single Command/Activity or a group of Commands/Activities.

The Safety Authority:

-  Approves requests for WESS Access for their personnel.
-  May be a Collateral-duty or Full-time Safety Officer, XO, Safety Supervisor, Base, Regional or Echelon 2, 3 OR 4 Safety Manager, or other authority designated by the command.
-  Will Electronically Receive All Requests for WESS Accounts from within their Command/Activity/AOR.
-  Recommends Approval/Disapproval of Account Requests
-  If approved, Indicates what Type of Information Access They are granting for the WESS User.
-  May Grant Access for Community of Interest (COI) Notifications and Endorsements, and May Suspend Accounts Under their Authority.



More Safety Authority answers

➤ How do I become a Safety Authority?

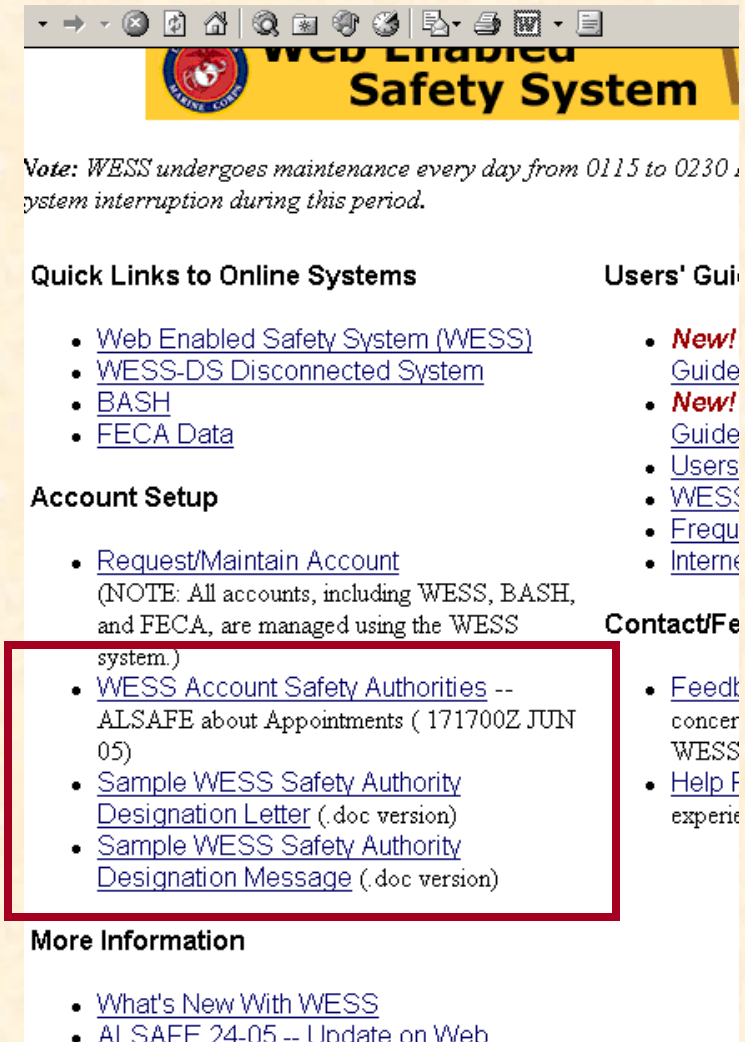
➤ Submit a request with SA info either via msg traffic, or on command letterhead via snail mail, fax, or make a PDF copy and e-mail it to NSC.

➤ Format can be found on NSC WESS website

➤ Who should be a Safety Authority? How many SAs should we have?

➤ Each squadron should have at least 2 SAs

➤ It's up to the individual unit to decide who will be the SA(s)



The screenshot shows the WESS website with a yellow header and a navigation menu. A red box highlights the 'Account Setup' section, which includes links for 'Request/Maintain Account', 'WESS Account Safety Authorities', and 'Sample WESS Safety Authority Designation Letter' and 'Message' (both in doc version). The 'Quick Links to Online Systems' section lists 'Web Enabled Safety System (WESS)', 'WESS-DS Disconnected System', 'BASH', and 'FECA Data'. The 'Users' Guide' section lists 'New!', 'New!', 'Users', 'WESS', 'Frequ', and 'Intern'. The 'Contact/Feedback' section lists 'Feedb', 'concer', 'WESS', and 'Help F', 'exper'. The 'More Information' section lists 'What's New With WESS' and 'ALSAFE 24-05 -- Update on Web'.

Web Enabled Safety System

Note: WESS undergoes maintenance every day from 0115 to 0230, system interruption during this period.

Quick Links to Online Systems

- [Web Enabled Safety System \(WESS\)](#)
- [WESS-DS Disconnected System](#)
- [BASH](#)
- [FECA Data](#)

Users' Guide

- [New!](#)
- [New!](#)
- [Users](#)
- [WESS](#)
- [Frequ](#)
- [Intern](#)

Account Setup

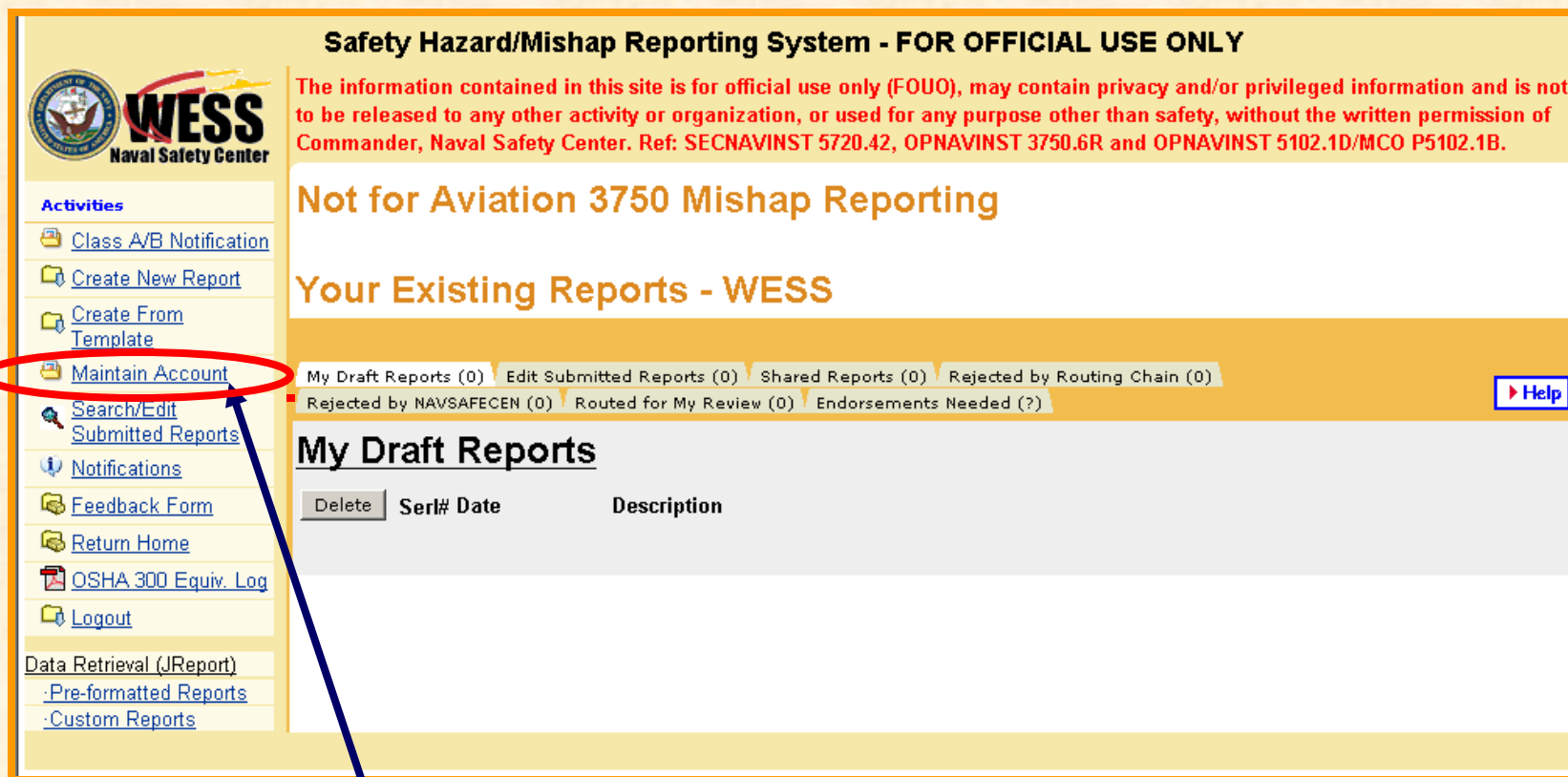
- [Request/Maintain Account](#)
(NOTE: All accounts, including WESS, BASH, and FECA, are managed using the WESS system.)
- [WESS Account Safety Authorities](#) -- ALSAFE about Appointments (171700Z JUN 05)
- [Sample WESS Safety Authority Designation Letter](#) (.doc version)
- [Sample WESS Safety Authority Designation Message](#) (.doc version)

More Information

- [What's New With WESS](#)
- [ALSAFE 24-05 -- Update on Web](#)



WESS Account Management



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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - WESS

My Draft Reports (0) | Edit Submitted Reports (0) | Shared Reports (0) | Rejected by Routing Chain (0) | Rejected by NAVSAFECEN (0) | Routed for My Review (0) | Endorsements Needed (?) [Help](#)

My Draft Reports

Delete	Ser/#	Date	Description
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Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)


Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Click on the “Maintain Account” link to view the SA Account Management Menu.



WESS Account Management





WESS
Naval Safety Center

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WESS Account Management

▶ Help

Activities

-  [Return Home](#)
-  [Maintain Account](#)

Maintain Your WESS Account

- [Change Login Password](#)
- [Change Command UIC](#)
- [Change Color Scheme](#)

Maintain Other WESS Accounts

- [List Pending Account Request\(s\)](#)
- [List Modified UIC Request\(s\)](#)
- [List Suspended Account\(s\)](#)
- [Modify Existing User Account](#)
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Click on “List Pending Account Request(s)” to open the next screen.



List of Pending Account Requests

The Account Approval screen contains pending WESS account requests. A pending account may be in one of three states:

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WESS Account Approval

[▶ Help](#)

Pending Email Validation - WESS Customer (WC)

Request	Customer	Command	Date Submitted	Status	In Use
2059	Izzy Safe	N00181	2005-07-18	Waiting Confirmation by charles.kiriakou@nmci-isf.com	n/a

Pending Account Approval - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2060	I Safety	N00181	2005-07-18	n/a

Click on the blue link to approve a pending account request.

Pending Account Rejection - Safety Authority (SA)


Request	Customer	Command	Date Submitted	In Use
2061	We Hazardous	N00181	2005-07-19	n/a



Pending Account Approval (SA)

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Safety Authority Review New User Account Request

 [Help](#)

Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Official Email Address *: charles.kiriakou@navy.mil

First Name *

Middle Name

Last Name *

Rate/Rank *

Position Title *


Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification ☐ Yes ☒ No

Address 1*



This screen is displayed when you select a Request link from the Pending Account Approval - Safety Authority (SA) list. You should review all of the information on this screen.

You may update information in certain fields. If the Email address is not the requestor's Official Email address, then the request should be rejected. Commercial Email addresses can only be used if authorized by the requestor's command. Yahoo, Hotmail, or other such commercial Email addresses are not authorized. Then scroll down to see rest of the page.

Pending Account Approval (SA)

[Return Home](#)
[OSHA 300 Equiv. Log](#)
[Logout](#)
[Data Retrieval \(JReport\)](#)
[Pre-formatted Reports](#)
[Custom Reports](#)

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC N00181

COI Notification ☐ Yes ☒ No

Address 1* 21 Squadron Way
Address 2
City
State
Country * USA
Postal Code
Telephone (include Area Code) * 703-555-1212
DSN

Justification * Need to submit Aviation Hazard Reports


SA Comments Approved by Charles Kiriakou - 07/19/2005
DA Comments
WA Comments

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Done Local intranet

You may enter comments in the SA Comments field. These comments will be stored and forwarded to NSC WESS Administrators for final approval and creation of the account. Click Next to go to next screen.

Review Pending Account Request

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Review New User Account Request Summary

Help

Activities
[Class A/B Notification](#)
[Create New Report](#)
[Create From Template](#)
[Maintain Account](#)
[Search/Edit Submitted Reports](#)
[Notifications](#)
[Feedback Form](#)
[Return Home](#)
[OSHA 300 Equiv. Log](#)
[Logout](#)
[Data Retrieval \(JReport\)](#)
[Pre-formatted Reports](#)
[Custom Reports](#)

Request Number 2060
WESS Role
Graced Account
Official Email Address charles.kiriakou@navy.mil
First Name I
Middle Name M
Last Name Safety
Rate/Rank LTJG
Position Title ASO
Office Code
Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC N00181
COI Notification N
Address 1 21 Squadron Way
Address 2
City
State
Country USA
Postal Code

This is a review of the account information . Scroll down to view the rest of the page.

Approve or Reject Account Request

Middle Name M
Last Name Safety
Rate/Rank LTJG
Position Title ASO
Office Code
Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC N00181
COI Notification N
Address 1 21 Squadron Way
Address 2
City
State
Country USA
Postal Code
Telephone 703-555-1212
DSN
Justification Need to submit Aviation Hazard Reports
SA Comments Approved by Charles Kiriakou - 07/19/2005
DA Comments
WA Comments

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION


Approve

Reject

At this point you can either Approve or Reject the account request. If you click Approve, the account request is forwarded to a NSC WESS administrator for final approval and creation. If you Reject the account request, you will be prompted to update your SA comments, which will be Emailed to the requestor and the account request will be deleted from WESS. Let's select Approve.



Granting User Permissions





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WESS Account Management

Help

Activities

-  [Return Home](#)
-  [Maintain Account](#)

Maintain Your WESS Account

- [Change Login Password](#)
- [Change Command UIC](#)
- [Change Color Scheme](#)

Maintain Other WESS Accounts

- [List Pending Account Request\(s\)](#)
- [List Modified UIC Request\(s\)](#)
- [List Suspended Account\(s\)](#)
- [Modify Existing User Account](#)**
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)


* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Click on “Modify Existing User Account” to open the next screen.



WESS User Account Search

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User Unique Identifier Search

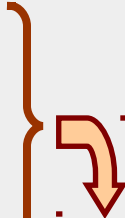
[Help](#)

NOTE: To search for a person, enter their UID, First Name, Last Name, Email Address or Command UIC. These pieces of information can be partial, i.e. Jon will find Jonathon. You can also enter more than one if known to narrow your search.

If your search result is "No Matching UIC Found or Privilege Restrictions.", either there is no matching result or you are not authorized to modify the resultant WESS Customers.

Note: You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in one of the boxes and clicking the 'Next' button will not save your entry.

UID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text" value="Safety"/>
Email Address	<input type="text"/>
Command UIC	<input type="text"/>



The User Search screen allows you to search for any approved WESS account holders within the commands you have Safety Authority privileges. You may enter as much data as needed. Once you enter your search criteria, click the Search button.

Select the Account to Modify

NOTE: To search for a person, enter their UID, First Name, Last Name, Email Address or Command UIC. These pieces of information can be partial, i.e. Jon will find Jonathon. You can also enter more than one if known to narrow your search.

If your search result is "No Matching UIC Found or Privilege Restrictions.", either there is no matching result or you are not authorized to modify the resultant WESS Customers.

Note: You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in one of the boxes and clicking the 'Next' button will not save your entry.

UID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text" value="Safety"/>
Email Address	<input type="text"/>
Command UIC	<input type="text"/>

Once the search results are displayed below, select the WESS account you wish to modify, by clicking the radio button. Then click the "Next" button, at the bottom of the screen.

Select UID Entry

☒ I Safety - charles.kiriakou@navy.mil - imsafty

* Indicates required field must be entered before moving to next

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next



Reviewing User Account Information

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Safety Authority Review Account Information [Help](#)

Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

User ID : imsafty

Official Email Address : charles.kiriakou@navy.mil

First Name *

Middle Name

Last Name *

Rate/Rank *

Position Title *

Office Code

Command UIC : N00181

Command Name : NORFOLK NAVAL SHIPYARD P

COI Notification ☐ Yes ☒ No

Address 1: *

Address 2:

COI Notification privilege allows this WESS user to receive Community of Interest (COI) Email notifications and access to PDF copies of mishaps & hazard reports submitted by other commands. This is very similar to current message traffic AIGs & CADs.

The selected account information is displayed. Certain information may not be modified using this screen (i.e. Email address, Command UIC). You should scroll down to see rest of this page.

Modifying Account Privileges

[Search/Edit](#)
[Submitted Reports](#)
[Notifications](#)
[Feedback Form](#)
[Return Home](#)
[OSHA 300 Equiv. Log](#)
[Logout](#)

[Data Retrieval \(JReport\)](#)
[Pre-formatted Reports](#)
[Custom Reports](#)

Position Title *

Office Code

Command UIC : N00181

Command Name : NORFOLK NAVAL SHIPYARD P

COI Notification ☒ Yes ☐ No

Address 1: *

Address 2:

City:

State:

Country: *

Postal Code:

Telephone (include Area Code) *

DSN :

WESS Off-Line CD Request ☐ Yes ☒ No

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.


In this example, we've selected the Yes radio button to add Community Of Interest (COI) Notification for this WESS Account. The next time this user logs in, they will see all COI notifications sent to their command.

When modifications are complete, Click Next to continue.



Modifying Account Privileges

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Group Membership

[Return Home](#)
[Maintain Account](#)

☒ Endorsement

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.


PREVIOUS SECTION OR SCREEN

Next

Help

This screen displays whether this WESS customer is an Endorser for their command. If this box is checked, this WESS customer will receive Endorsement notification for their command and will have the authority to Endorse the event. Click Next to continue.

Review Summary of Changes



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Modified Account Information

[Help](#)

Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Official Email Address : charles.kiriakou@navy.mil

First Name : I

Middle Name : M

Last Name : Safety

Rate/Rank : LTJG

Position Title : ASO

Office Code :

Command Name : NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC : N00181

Address 1 : 21 Squadron Way

Address 2 :

City :

State :

Country : USA

Postal Code :

Telephone : 703-555-1212

The modified account information is displayed. Scroll down to see the rest of the page.

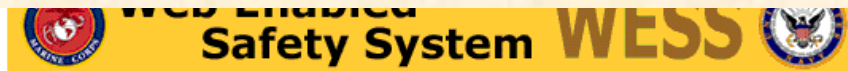
Accept or Modify Account Changes

Search/Edit Submitted Reports Notifications Feedback Form Return Home OSHA 300 Equiv. Log Logout Data Retrieval (JReport) Pre-formatted Reports Custom Reports	<p>Office Code :</p> <p>Command Name : NORFOLK NAVAL SHIPYARD PORTSMOUTH VA</p> <p>Command UIC : N00181</p> <p>Address 1 : 21 Squadron Way</p> <p>Address 2 :</p> <p>City :</p> <p>State :</p> <p>Country : USA</p> <p>Postal Code :</p> <p>Telephone : 703-555-1212</p> <p>DSN :</p> <p>Graced Account : N</p> <p>Notified : Y</p> <p>Password Retry Count : 0</p> <p>Lock Account : false</p> <p>Force Change Password: N</p> <p><small>* Indicates required field must be entered before moving to next screen</small></p> <p>CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.</p> <p><input type="button" value="PREVIOUS SECTION OR SCREEN"/> <input type="button" value="Next"/></p>
--	--

You may click Next to accept your changes or click Previous Section or Screen to return to modify this account.



More Safety Authority Help



Note: WESS undergoes maintenance every day from 0115 to 0230 Eastern Time. You may experience system interruption during this period.

Quick Links to Online Systems

- [Web Enabled Safety System \(WESS\)](#)
- [WESS-DS Disconnected System](#)
- [BASH](#)
- [FECA Data](#)

Account Setup

- [Request/Maintain Account](#)
(NOTE: All accounts, including WESS, BASH, and FECA, are managed using the WESS system.)
- [WESS Account Safety Authorities -- ALSAFE about Appointments \(171700Z JUN 05\)](#)
- [Sample WESS Safety Authority Designation Letter \(.doc version\)](#)
- [Sample WESS Safety Authority Designation Message \(.doc version\)](#)

More Information

- [What's New With WESS](#)
- [ALSAFE 24-05 -- Update on Web Enabled Safety System \(WESS\)](#)
- [ALSAFE Current Enhancements and Data Base Retrieval](#)
- [Introducing WESS](#)
- [New Mishap Reporting and Data Retrieval System Goes On-Line](#)

Users' Guides, Training, and FAQs

- [New! WESS Aviation Hazard Users' Guide](#)
- [New! WESS Safety Authority Users' Guides](#)
- [Users' Guides](#)
- [WESS Training Schedule](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Internet Explorer 6.0 SP1 Bug](#)

Contact/Feedback Information

- [Feedback Form](#) -- Use this form to report a concern or suggest an enhancement to the WESS system.
- [Help Request Form](#) -- Use this form if you experience a problem or need help with WESS.

More help on Safety Authority functions can be found in this set of Users Guides on the WESS website.



Notifications

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - Gretchen Swanson

My Draft Reports (2) | Edit Submitted Reports (0) | Shared Reports (2) | Rejected by Routing Chain (1) | **Notifications (16)** | Rejected by NAVSAFECEN (0) | Routed for My Review (1) | Endorsements Needed (?)

[Help](#)

Notifications

Print Report Serl# Description

	1116952186854 PERSONNEL INVOLVED IN TOWING OF AN AIRCRAFT WERE UNABLE TO COMMUNICATE
	1101233028089 sgt broke leg while playing b/b at area 5 gym
	1118250200458 AIRCRAFT DEPARTED CONTROLLED FLT DURING FCF
	1101222223935 sgt broke leg while playing b/b at area 5 gym
	1117102669725 taxiway alpha pov incursions
	1116528973341 AVIATION FINAL TEST - TOWER CONTROLLED NAVY EA-6B BEGAN TAKEOFF ROLL O
	1117575269758 ALE-47 SYSTEM DOES NOT PROVIDE FAILURE WARNING TO CREW
	1118253439531 AVIATION FINAL TEST
	1118062787807 AVIATION FINAL TEST - PORTION OF RIGHT WING OF AA 112 STRUCK PORT BOW
	1115987187210 IB near mid air

Any submitted reports that pertain to your Community of Interest will appear here – you will be notified via e-mail of new messages here if you have been granted Notifications permissions by your unit SA.



Endorsements Needed



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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - Gretchen Swanson

My Draft Reports (2) | Edit Submitted Reports (0) | Shared Reports (0) | Rejected By Routing Chain (1) | Notifications (16)
Rejected by NAVSAFECEN (0) | Routed for My Review (0) | **Endorsements Needed (?)**

[Help](#)

Endorsements Needed

Serl# Date Description

If your command is chosen to endorse a Hazrep, the Hazrep will appear under this tab. WESS will also notify you via e-mail that you have an endorsement waiting for your action, if you have Endorsement permissions granted by your unit SA.

Activities

[Class A/B Notification](#)

[Create New Report](#)

[Create From Template](#)

[Maintain Account](#)

[Search/Edit Submitted Reports](#)

[Notifications](#)

[BASH](#)

[Feedback Form](#)

[Return Home](#)

[OSHA 300 Equiv. Log](#)

[Logout](#)

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[Pre-formatted Reports](#)

[Custom Reports](#)

